

**BY ORDER OF THE COMMANDER
HQ AIR FORCE FLIGHT TEST CENTER
(AFMC) EDWARDS AIR FORCE BASE CA
93524-5000**

AFFTC INSTRUCTION 24-2

7 JULY 1997

Motor Vehicles

AFFTC VEHICLE CONTROL PROGRAM



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes procedures and standards for managing and controlling government vehicles at Edwards Air Force Base. It implements operation, maintenance, and use of Transportation vehicles and equipment. It applies to all Department of Defense organizations assigned to Edwards Air Force Base. Vehicles financed through nonappropriated funds are exempt from this instruction.

SUMMARY OF REVISION

Changes rank requirements for VCO/VNCO (para 1.1.), establishes requirement for no notice assessment and quarterly inspections (para 1.3.); changes approval authority (para 1.4.); increases emergency road-side cost limits for GSA vehicles (para 1.5.); revises content requirements for VCO binders (para 1.6.); establishes use of GSA Form 494 (para 1.7.); adds reimbursement requirements (para 1.8., 1.9.); establishes vehicle accident & abuse policy (para 2.5.); establishes TDY vehicle support (2.7.2.); updates phone numbers and available services (attachments 3 & 4); updates publication and form numbers as required.

1. AFFTC Vehicle Control Program.

1.1. Appointment Of Vehicle Control Officer (VCO) and NCO (VCNCO). For each organization/agency with assigned vehicles, that commander must appoint, in writing, a VCO and VCNCO (attachment 1). Newly appointed VCOs or VCNCOs must be available for their initial briefing by Vehicle Operations before the departure/release of previous VCO/VCNCO. At the AFFTC, a VCO should be a technical sergeant or above or a civilian of equivalent grade. VCNCO must be senior airman or above or a civilian of equivalent grade.

1.2. Vehicle Control Officer Responsibilities. The VCO is the unit liaison with Vehicle Operations and General Services Administration (GSA) for all transportation needs including requests for replacement vehicles or U-Drive-It (UDI) vehicles. Requests for new or additional assets will be jus-

tified on an AFMC Form 71, Vehicle Justification. Submit the justification to the Vehicle Operations Officer for review. Requests submitted by other than the VCO/VCNCO will be returned without action.

1.3. Annual Staff Assistance Visits (SAV) and Semiannual No-Notice Vehicle Assessments. Annual SAV will be conducted by Transportation to provide an in-depth look at your vehicle control program and assist with changes to enhance the effectiveness of your program. During the visit your vehicle management files will be reviewed. The unit VCO/VCNCO must accompany Vehicle Operations personnel during the visit.

1.3.1. Vehicle Operations will conduct Semiannual No-Notice Vehicle Assessments on 20% of each unit's assigned vehicle fleet. Assessments will emphasize safety items, unreported damage and operator care.

Note: In addition to the 20% semiannual inspections, there will be a 10% quarterly inspection on special purpose vehicles base-wide to fulfill a Champion Wheels requirement.

1.4. Priority Recall Listing/Minimum Essential Listing (MEL). Vehicle Operations, in coordination with the VCO, prepares a Priority Recall Listing and MEL to support mission requirements. These listings are approved by the Logistics Group Commander. Upon notification by Transportation that your vehicle is being recalled, you must have the vehicle delivered to Vehicle Operations, Bldg 3510, as soon as possible. Vehicle must be clean and serviced. If you are unable to deliver the vehicle requested, you must provide a suitable replacement.

1.5. US Government Fleet Services Card. The Vehicle Operations Flight controls and issues national credit cards for use with Air Force owned vehicles. GSA controls and issues credit cards for GSA vehicles.

1.5.1. The U. S. Government Fleet Services Card may be used for the following items:

- Gasoline, regular grade (leaded/unleaded) or high test (only for vehicles requiring high test).
- Diesel fuel.
- Lubricating oil, premium and regular grades.
- Lubricating service.
- Brake fluid.
- Anti-freeze products.
- Battery charging.
- Oil filter elements.
- Air filter service.
- Tire and tube repair.

Note: Credit cards may not be used for obtaining parking spaces, tires, tubes, batteries and automobile parts, except for emergency roadside repairs. Emergency repairs are any repairs costing less than \$100 for Air Force and GSA vehicles. These repairs are required to keep the vehicle on the road to safely accomplish the mission. For GSA vehicles check the handbook provided for breakdown instructions. GSA provides a toll free number for road service.

1.5.2. Vehicle operators will service vehicles before starting on trips off-base. If the destination has government servicing facilities, vehicles will be serviced before leaving for the return trip.

1.5.3. All credit card purchases will be validated by the service station delivery receipt showing:

- Credit card number.
- Date of purchase.
- Name and address of service station.
- Vehicle registration or license number of each vehicle serviced.
- Name, rank organization, and duty phone of purchaser.
- Type of fuel, price per gallon and gallons purchased.

1.5.4. Credit card receipts will be turned in to Fleet Management or the Vehicle Operations Dispatcher (for Air Force vehicles) or GSA Fleet Management Office (for GSA vehicles) immediately upon return.

1.6. Vehicle Control Officer Binder. Each VCO will maintain a VCO Binder that contains the following:

Letter of appointment and documentation of initial training for the VCO and VCNCO.

- VCO Master Vehicle Listing/Hand Receipt and Minimum Essential Listing.
- Annual staff assistance visit reports.
- Semiannual no-notice vehicle assessment results.
- VCO meeting minutes for the last year.
- Copy of approved vehicle training letter for the organization.
- Copies of approved organizational lesson plans and modifications.

Notes: Lesson plans must be reviewed by the Vehicle Maintenance Superintendent and the Vehicle Manager and approved by the unit commander.

- VCO and/or VCNCO monthly vehicle inspections for the last year.
- VCO and/or VCNCO safety briefings for the last year.
- AFMC Form 71, Vehicle Justifications.

1.7. GSA Form 494, **Monthly Motor Vehicle Use Record**. Units with assigned GSA vehicles are required to complete this form and send the original to 95 TRNS/LGTO by the 15th of each month. This form is generated monthly by GSA and used to bill each unit for miles driven; call GSA to obtain form. The form is also used by Fleet Management to accomplish vehicle utilization analysis.

1.8. Reimbursement For GSA Vehicles Down For Maintenance For More Than 15 Days. Each VCO with GSA vehicles assigned will maintain a monthly maintenance log. This log will include:

- The vehicle registration number.
- Mileage when the vehicle is turned in.
- The date the vehicle is turned in for maintenance.
- Date maintenance is completed.
- Mileage when vehicle is picked up.

- Reason for maintenance. (Attachment 4).

1.9. AF Form 1380, **Record Of Off Base Mileage**. Each time a government owned or leased vehicle is driven off the installation, this form must be completed and forwarded to 95 TRNS/LGTO. Mileage starts and ends at the guard post (not the sign). AF Form 1380 is used to receive reimbursement from the state of California for the taxes already paid on the fuel.

2. Accidents, Abuses And Misuses.

2.1. Accident Causes and Prevention.

2.1.1. When a squadron or similar commander is notified of a lost, damaged, or destroyed government vehicle, the commander must appoint an initial investigating official to prepare DD Form 200, **Report of Survey**. AFM 23-220, *Reports of Survey for Air Force Property*, contains guidance for investigating procedures.

2.1.2. The operator is at fault in most motor vehicle accidents. In most accidents, the operator has violated traffic laws or safety. The most common causes of vehicle accidents on Edwards AFB are:

- Backing without exercising caution.
- Misjudging clearances.
- Speed too fast for conditions.
- Assuming right-of way.
- Following too close.

2.1.3. Thorough accident investigation, with recommendations and corrective action, is part of our accident prevention program, but our efforts begin with operator training. Accident prevention must be taught when the individual is instructed on equipment operation. We must instill safety consciousness in our personnel by providing continuous safety education.

2.2. Accident Reporting. If an accident occurs, regardless of nature, amount of damage, time, or place, do the following:

- Assist the injured. Call 911 for the ambulance, if needed.
- Get the names of all witnesses and the investigating officer, security police, etc.
- Notify the VCO and give the location of the accident. Request the following officers be notified:
 - Ground Safety 7-4640
 - Security Police 7-3340
 - Legal Office (if civilian property/vehicle is involved) 7-4310
 - GSA (if GSA lease vehicle) 7-8560
- Don't move the vehicle (unless the vehicle is causing a safety hazard) until the photographer has taken pictures and Security Police has given permission to move it.
- Fill out a SF 91, **Operator's Report of Motor Vehicle Accident** and a DD Form 518, **Accident-Identification Card**, as required by AFMAN 24-309, *Vehicle Operations* or GSA instructions.

- Turn in the SF 91 to the VCO immediately.
- For Air Force owned vehicles the VCO must turn in the vehicle and a copy of the SF 91 to Vehicle Maintenance within 24 hours or the next duty day.
- For GSA vehicles, the VCO must turn in the vehicle within 24 hours or the next duty day. GSA requires a copy of the completed SF 91 no later than 10 work days after the accident.
- Units using vehicles not directly assigned to them are responsible for reporting and investigating.

2.2.1. When an accident occurs, the Transportation Commander will notify the squadron or similar commander with an Accident Notification letter informing them that they must appoint an initial investigating official (not the VCO or VCNCO) to conduct an investigation IAW AFMAN 23-220.

2.2.2. Repairs will not begin until a Release for Repair letter is received from the Investigating Official. The vehicle will not be returned until the endorsement accepting or declining liability is received from the Squadron Commander.

2.3. Vehicle Abuse. Any act or omission, which has caused or may cause damage other than fair wear and tear is considered abuse. The squadron or similar commander must appoint an investigating official when notified of abuse damage to a unit vehicle. AFM 23-220 contains investigation procedures.

2.4. Vehicle Misuse. Current spiraling economic conditions have resulted in extreme public awareness and reaction to real or suspected government extravagance or waste. There is no greater area of exposure and potential criticism than our usage of government-owned vehicles. Military vehicles, and GSA vehicles in particular, have a high degree of visibility due to their distinctive markings and frequent occupancy by uniformed personnel. All employees of the federal government are legally and morally responsible to exercise thrift in the expenditure of government funds. The restrictions imposed when operating a government vehicle is that such use is limited to performance of official duties. The vehicles in your unit are assigned for official business only. Any other use, including convenience trips, is misuse. This includes, but is not limited to, trips to or from the Base Exchange, dining hall, Club Muroc, Burger King, mail room, dormitory, quarters/housing area, theater, commissary, etc. Vehicles may not be parked at the dormitory, or quarters/housing area, for standby duty.

2.5. Vehicle Accident And Abuse Policy. When a suspected vehicle abuse or an accident is identified, the 95th Transportation Squadron Commander will formally notify the owning squadron commander in writing. That commander must then conduct an investigation into the incident in accordance with Report of Survey procedures in AFMAN 23-220. After conducting an investigation, the owning commander releases the vehicle for repairs and determines if the organization should accept responsibility for damages. The owning commander will report to the Transportation Squadron Commander in writing (attachment 6) that the organization agrees or does not agree to pay for repairs out of it's funds. If the owning squadron commander accepts responsibility for the damage and will pay for the repairs out of Operating and Maintenance funds, that commander will provide an account and or a job order number to the 95th Transportation Squadron Commander. If the owning commander feels that the organization should not pay for repairs, then that commander will provide a written justification, coordinated through the respective wing commander, to the AFFTC Comptroller (FM). FM will determine if an organization should be charged for the vehicle repair. An organization can appeal the FM decision to the AFFTC Vice Commander.

2.6. **Penalty For Misuse.** Misuse of a government vehicle is a violation of DODD 4500-36, *Management Acquisition and Use of Motor Vehicles* and AFI 24-301, *Vehicle Operations*. Disciplinary action for the operator involved is warranted when misuse is substantiated. As a deterrent to recurring misuse, when misuse is substantiated by the Vehicle Operations Officer, recommend squadron commanders deal with offenders swiftly and severely. Continued misuse will be forwarded to the applicable wing commander for action, or to the 95th Logistics Group Commander for withdrawal of the asset.

2.7. **Use Of Government Vehicles By TDY Personnel.**

2.7.1. TDY personnel may use a government vehicle in the performance of their duties, for transportation to temporary lodgings and places of duty, to eating facilities, barber shops, places of worship and cleaning establishments away from the home station. They may not be taken to, or parked at private/government quarters prior to departure or upon return from TDY. TDY personnel cannot use government vehicles for MWR, entertainment, shopping (off-base) and cannot use them to go to or be parked at bars/cocktail lounges.

2.7.2. **TDY Vehicle Support.**

2.7.2.1. TDY travel should be funded by the organization generating the TDY. The government vehicle U-Drive fleet at Edwards AFB is provided by the GSA on a daily lease rate and mileage charge. Unless the unit is reimbursable, funding comes out of the Transportation budget, therefore, U-Drive vehicles will not be provided for non-reimbursable TDY request. Non-reimbursable unit assigned vehicles will not be used to support TDY travel.

2.7.2.2. The alternate method of transportation is commercial rental vehicles or reimbursable use of privately owned conveyance. Rental vans are not readily available, but with advance planning, local rental agencies can provide 7-15 passenger vans.

2.7.3. **Airport Transportation For Inbound/Outbound TDY Personnel**

2.7.3.1. Government transportation to airports in the Los Angeles and Bakersfields area can be provided for three or more passengers. Transportation is provided between the hours of 0500 and 2200, Monday through Friday and 0700 to 1700 on Saturday, Sunday and holidays. In instances where there are less than three passengers, a rental car (must be authorized in orders), airport express shuttle or privately owned conveyance is authorized and reimbursable.

2.7.3.2. If government transportation is required, travel arrangements should be made to allow for departure from and return to the base within the above duty hours. The Commander, 95th Transportation Squadron, has the authority to approve or deny requests outside of these hours.

3. Vehicle Operator Training And Licensing.

3.1. **Appointment Of Vehicle Trainers.** Each activity with vehicles in excess of 1-1/2 ton size (14,000 Gross Vehicle Weight) will designate qualified trainers. The VCO will submit a letter of appointment on trainers to the Vehicle Operations Officer for approval (Attachment 2). The training letter must be processed through Security Police, Reports and Analysis, for driving history. The VCO must prepare a lesson plan on all assigned special purpose, MHE and base maintenance equipment if not already on hand.

3.2. **Responsibilities of Vehicle Trainers.**

3.2.1. General. Selection, training, qualification and supervision of vehicle operators must ensure that:

- Competent operators are selected.
- Personnel are thoroughly trained in all phases of vehicle operation.
- Only fully qualified personnel are licensed.

3.2.2. Air Force Policy:

- All personnel operating government vehicles will be qualified per AFMAN 24-309.
- Operators of government vehicles will have a valid operator's permit in their possession when operating the government vehicle. Civilian operators of government vehicles who drive off-base must also have a valid state operator's permit for the vehicle being operated. An entry will be made on the AF Form 2293, **US Air Force Motor Vehicle Operator Identification Card** in the space for "Restrictions" reading: "Void unless accompanied by a state driver's license." As used here, "state" means any of the 50 states, District of Columbia, Puerto Rico, or other licensing jurisdictions as defined by Federal Personnel Management.
- Operator Records and Licensing (ORL) maintains an AF Form 2296, **Vehicle Operator Information**, on all personnel who are issued an AF Form 2293. This record contains information on qualifications, background, performance record, operator awards, all chargeable moving violations, suspensions of state driving privileges and accident history. This is a permanent record of the operator and is included with other personnel records upon transfer or reassignment to another base.
- If an individual needs to operate government vehicles at Edwards AFB, the VCO will provide an AF Form 171, **Request for Driver's Training and Addition to US Government Motor Vehicle Operators Permit**, signed by the commander, or designated representative, to the 95th Transportation Squadron. The individual must be trained on operator care, responsibility, reporting malfunction, accident reporting, misuse and abuse and other local/unit policies. If the individual will operate vehicles in excess of 1-1/2 ton capacity, 95th Transportation will issue an AF Form 2293. Ground Safety will instruct individuals on local conditions, laws, and regulations.

3.3. Flightline Driving Requirements. If the unit commander or VCO/VCNCO requests, personnel may be authorized to operate vehicles on the flightline if they have been trained in flightline vehicle operation. AF Form 483, **Certification of Competency**, will be issued by the VCO, which is delegated by Airfield Management.

3.4. Special Training Requirements.

3.4.1. Additional instruction is required for the operation of special purpose vehicles and construction equipment (reference AFM 24-309).

3.4.2. Units having a need for handling explosives will provide and document the explosives training.

3.5. Additions To AF Form 2293 (computer generated). To obtain additional equipment on AF Form 2293, follow these procedures:

- The VCO/VCNCO completes an AF Form 171 (parts I and III) for the individual being trained.
- Operator must be trained by a qualified trainer, designated by the commander and approved by the Vehicle Operations Officer.
- The VCO/VCNCO will ensure the designated trainer is using an approved course outline for training, and that the form is signed by the instructor when the training is complete.
- Once training is certified complete, the individual takes the AF Form 171 to Operator Records and Licensing for a license update.

3.6. Licensing Contractor Personnel.

3.6.1. As a general rule, contractor employees are not allowed to operate government vehicles, unless it's specified in the contract, and approved through Transportation channels. Contractor personnel who operate government vehicles will be entered into the ORAL's computer, no AF Form 2293 will be issued. However, if a contractor operates a government provided vehicle when commercial licensing is waived under P.L. 99-570 (such as fire fighting vehicles) issuance of the AF Form 2293 is required. Each applicant must:

- Have a valid state driver's license for types of vehicles included on the AF Form 2293.
- Be certified by the contractor as physically qualified to operate a motor vehicle.
- Be certified by the contractor as fully qualified to operate special purpose vehicles.
- Be issued a handout by the unit VCO identifying operator responsibilities while operating government vehicles. It will contain information about Edwards AFB or the base where vehicles will be operated and will refer to the GSA vehicle operator's packet in each GSA vehicle, if applicable.

RICHARD L. ENGEL, Major General, USAF
Commander

Attachment 1

SAMPLE VEHICLE CONTROL OFFICER LETTER OF APPOINTMENT

MEMORANDUM FOR: 95 TRNS/LGTO

115 N Rosamond Blvd

Edwards AFB CA 93524

FROM:

SUBJECT: Appointment of Vehicle Control Officer (VCO)

1. The following personnel are appointed VCO and VCNCO for _____, effective _____.

NAME/RANK

OFFICE SYMBOL

EXT

VCO

VCNCO

2. This letter supersedes our letter date _____, same subject.

Commander's signature block

Attachment 2

SAMPLE VEHICLE TRAINING INSTRUCTOR APPOINTMENT LETTER

MEMORANDUM FOR: 95 TRNS/LGTO

115 N Rosamond Blvd
Edwards AFB CA 93524

FROM:

SUBJECT: Appointment of Vehicle Trainers Instructors

1. IAW AFI 24-309 additional instruction is required for advance operator training on general purpose vehicles of more than 14,000 GVW, passenger-carrying vehicles with a capacity of more than 15 passengers, special purpose vehicles and material handling equipment. Vehicles in this unit requiring additional instruction are listed below.

	Veh Type	Mgt Code
A.	Warehouse Tug 4-6000#	E801
B.	TRAC ACFT TWG MB4	L351

2. Request the following individuals be appointed vehicle training instructors for the designated vehicles.

Name	Grade	SSAN	Vehicles
Doe, John	SSgt	000-00-0000	A, B
Smith, Jerry	SrA	000-00-0000	B

3. This memorandum supersedes all previous letters.

VCO's signature block

Attachment 3

MISCELLANEOUS INFORMATION

A3.1. Transportation Hours of Operation.

A3.1.1. Vehicle Operations:

- Vehicle Operations Office - Monday - Friday, 0700 - 1600.
- Vehicle Dispatch Office - Monday - Friday, 0500 - 2200.

Note - Taxi and airport transportation is not available between the hours of 2200 - 0500 Mon-Fri and 1900-0700, weekends and holidays. Airport transportation from LAX, Burbank, Bakersfield and Ontario requires a minimum of three people before a government vehicle is dispatched. This policy also applies to unit using GOV's for official airport transportation. Contact Vehicle Dispatch for other travel options.

A3.1.2. Vehicle Maintenance:

- Monday through Friday, 0630-1600.
- Emergency maintenance may be obtained 1600-2200 Monday through Friday, weekends and holidays, by calling 72620, Vehicle Dispatch.
- After hours call the Command Post.

A3.2. Applicable Phone Numbers.

Transportation Squadron Commander	72216
Vehicle Operations Officer	73898
Superintendent	73898
Administration	73898/73796/76141
Chief Dispatcher	73771
Taxi Section	72620/72621
Vehicle Assignments	74055/74997
Operator Records and Licensing	74055/74997
Vehicle Maintenance Officer	73898
Superintendent	73898
Administration	73898
Maintenance Control and Analysis	72540/72541/73216
GSA Fleet Manager	78561
GSA Asst Fleet Manager	78561
General Purpose	72133
Special Purpose	73036
Tire Shop	74480
Refueling Maintenance	73645
Phillips Laboratory Vehicle Maintenance	75683

Mobile Maintenance 72540

ACCIDENT NUMBERS

Highway Patrol	Call Operator
City or Local Police	Call Operator
Fire Department (Off Base)	Call Operator
Ambulance (Off Base)	Call Operator
Security Police	73340
Fire Department	911
Ambulance	911
Safety	74640
Legal	74380
Wrecker	72620/72621
Dispatcher	72620/72621

A3.3. Services Available From Vehicle Operations Flight.

A3.3.1 Radio Taxi (on call service only). Radio Taxi service for passengers and cargo has been established to support base requirements. Generally, a radio taxi dispatched to a pickup site will not wait longer than five minutes for the requester. There is a 30-minute time limit on the use of a radio taxi. Taxi service to and from the Phillips Laboratory is not prohibited due to the distance and time involved.

A3.3.2 U-Drive-It (UDI) Vehicles. Submit requests for UDI vehicles to the Vehicle Manager 48 hours in advance. VCO's will make every effort to fill transportation needs with assigned vehicles before requesting assistance from GSA. Only VCO's or VCNCO's may request U-Drive vehicles.

A3.3.3. Wrecker Service. If a GSA/government vehicle is disabled:

A3.3.3.1. Call Maintenance Control and Analysis during duty hours for the mobile maintenance truck if the vehicle is on-base. If the mobile maintenance mechanic cannot repair the vehicle, he/she will request wrecker service. After normal duty hours call the Transportation Vehicle Dispatcher (72620) for assistance.

A3.3.3.2. If off base with a GSA vehicle, call the toll free number provided with the GSA vehicle package. For Air Force owned vehicles, call MC&A (72540) during duty hours or Transportation Vehicle Dispatcher (72620) during other than normal duty hours.

Attachment 4

REIMBURSEMENT FOR GSA VEHICLES DOWN FOR MAINTENANCE LOG

NUM	REG NUMBER	IN MILES	DATE IN	OUT MILES	DATE COMPLETE	REASON FOR MAINTENANCE	15 DAYS
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

Attachment 5**SAMPLE OF SQUADRON COMMANDER LETTER ACCEPTING
OR DECLINING LIABILITY**

1st Ind,

MEMORANDUM FOR 95 TRNS/CC

() The unit accepts responsibility for the damage and will pay for the repairs out of O&M funds;
Account/Job #_____.

() The unit does not accept responsibility. Justification for not accepting responsibility will be coordinated through my wing commander to the AFFTC Comptroller.

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

Commander, xxxxx xxxxxxxx

cc: AFFTC/FM

AFFTC/SEG

AFFTC/JAD